

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 312

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JURY AND WITNESS DUTY

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Jury Duty

Leave with pay for jury duty is granted to regular full-time, regular part-time, and project employees provided the check from the court for jury duty services is turned over to ALA. Travel allowance will be returned to the employee.

Leave without pay is granted to temporary and special employees.

If an absence for jury duty would greatly imperil the work schedule of any office, the unit head may ask that the employee make a request to the court asking that the employee be excused from service at that particular time.

The American Library Association encourages its employees to fulfill their civic duty of serving as a juror.

Witness Duty

Leave for witness duty in a court of law is granted with full pay to regular full-time, regular Part-Time, and project employees.